

Lesson 2: Job Openings & Job Postings

Lesson Overview

The first step when you are ready to recruit for a position* is to verify the position details and classification. When this is complete you will create a Job Opening.

**Classified regular positions require a Job Opening but all other position types are optional.*

In the job opening you choose the job application template, add job details and then create a job posting. Some of this information is then sent to the Careers portal for applicants to search, review, and apply.

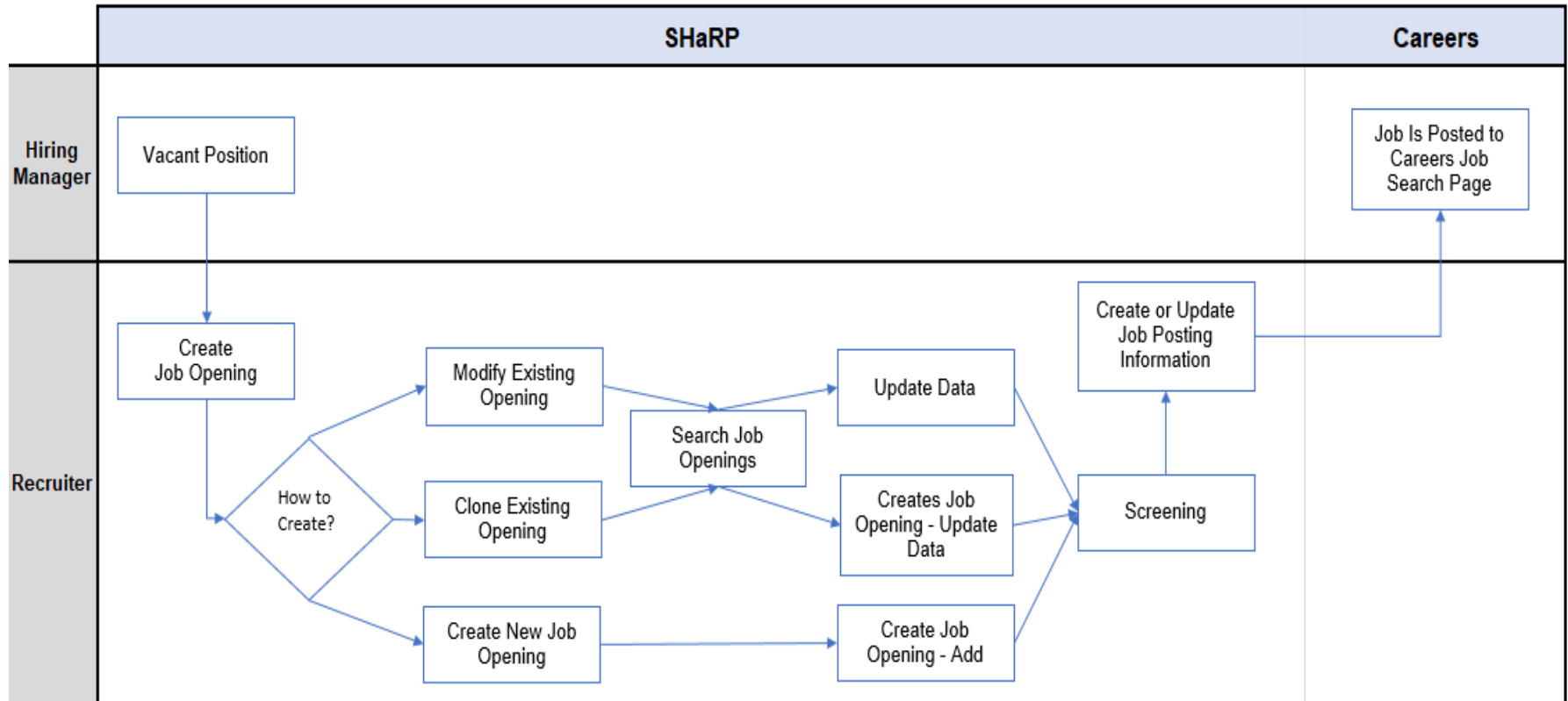
In Manage Job Openings, you can access the job opening's applicants, view and complete actions on their applications as well as access the details of your job opening and job posting.

The Recruiting Homepage>Alerts tile will take you to the Recruiting Alerts Center (aka Recruiting Home) which gives you a dashboard showing alerts, open job openings, applicants, and more.

Lesson 2: Job Openings & Job Postings

Job Opening & Job Posting Business Process

State of Kansas Recruiting Process - Job Openings and Postings



Lesson 2: Job Openings & Job Postings

Lesson Objectives

After completing this lesson, you will be able to:

- Create a Job Opening and choose the correct template.
- Adding Recruiting Location(s) and Position(s)
- Add questions to the Screening (Online Questionnaire)
- Add additional Recruiters to access the job opening.
- Create and format a Job Posting.
- Specify who should apply for the job.
- Post and remove the Job Posting from the Careers portal.
- Manage job openings and additional features.
- Use the Recruiting Alerts Center to access Job Openings.
- Search for Job Openings.

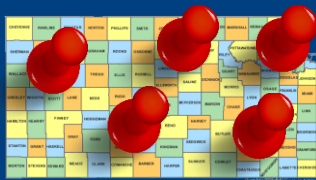
Lesson 2: Job Openings & Job Postings

□ Lesson Topics

In this lesson you will learn about the following topics:



Topic 1:
Create a Job
Opening with
Templates



Topic 2:
Recruiting
Locations &
Multiple Positions



Topic 3:
Screening &
Recruiters



Topic 4: Job
Postings



Topic 5:
Managing Job
Openings

Lesson 2: Job Openings & Job Postings

Topic 1: Create a Job Opening

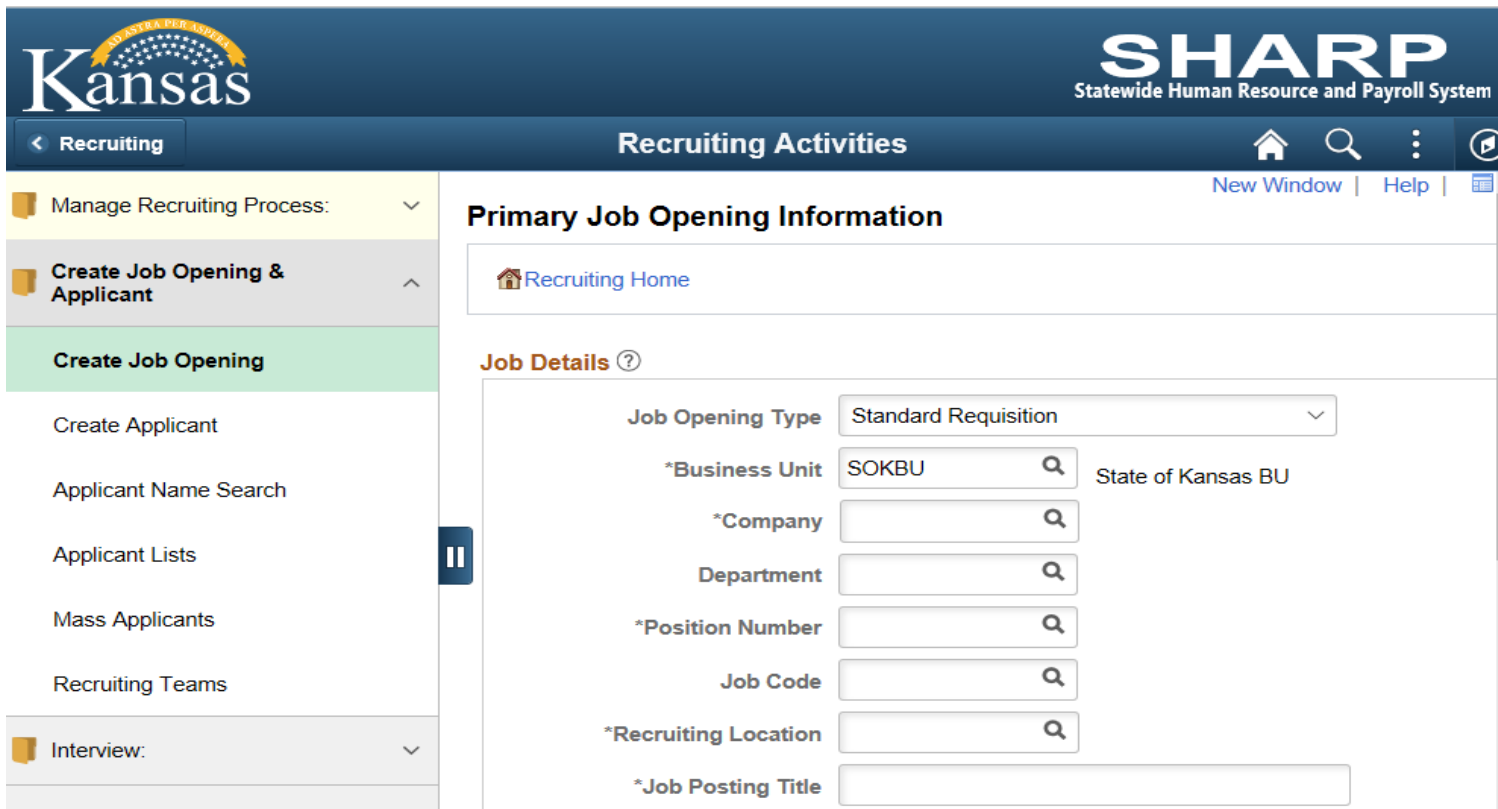
- Steps for creating a Job Opening will be covered in the next four topics. To begin the process navigate to the Recruiting Homepage, click the Recruiting Activities tile.



Lesson 2: Job Openings & Job Postings

Topic 1: Create a Job Opening

- Click the Create Job Opening & Applicant link and then click on Create Job Opening. The 'Primary Job Opening Information' search page displays.



The screenshot shows the SHARP (Statewide Human Resource and Payroll System) interface. The top navigation bar includes the Kansas logo, the SHARP logo, and the text 'Statewide Human Resource and Payroll System'. Below this is a 'Recruiting Activities' header with a home icon, a search icon, and a menu icon. A left sidebar contains a 'Manage Recruiting Process' dropdown menu with options: 'Create Job Opening & Applicant' (selected), 'Create Job Opening', 'Create Applicant', 'Applicant Name Search', 'Applicant Lists', 'Mass Applicants', and 'Recruiting Teams'. Below this is an 'Interview' dropdown menu. The main content area is titled 'Primary Job Opening Information' and includes a 'Recruiting Home' link. Under the 'Job Details' section, there are several input fields: 'Job Opening Type' (Standard Requisition), '*Business Unit' (SOKBU), '*Company', 'Department', '*Position Number', 'Job Code', '*Recruiting Location', and '*Job Posting Title'. Each field has a search icon next to it.

Lesson 2: Job Openings & Job Postings

Topic 1: Create a Job Opening

- Update the fields in the Job Details section of the 'Primary Job Opening Information' search page.

[New Window](#) | [Help](#) | 

Primary Job Opening Information

 [Recruiting Home](#)

Job Details

Job Opening Type

*Business Unit  State of Kansas BU

*Company 

Department 

*Position Number 

Job Code 

*Recruiting Location 

*Job Posting Title

- Enter '**SOK**' into the Company field.
- Enter the primary **Position Number** you are recruiting for and tab out of field. Department, Job Code and Job Posting Title will default in from Position Data.
- Enter or change **the Recruiting Location** to a Kansas County, Statewide, or Out of State.
- Leave the **Job Posting Title** that defaults from the Job Code assigned to the Position or change to a more descriptive working title.

Lesson 2: Job Openings & Job Postings

Topic 1: Create a Job Opening

- The State of Kansas does not currently use any of the fields in the Profile Details section of the 'Primary Job Opening Information' search page. Leave these fields blank and click **Continue** to begin the creation of a Job Opening.

Profile Details ?

Person Profile ?

Employee ID	View Profile		
<input type="text"/>	View Profile		

Add Person Profile

Job Profile ?

Profile ID	View Profile		
<input type="text"/>	View Profile		

Add Job Profile

Continue

Lesson 2: Job Openings & Job Postings

Topic 1: Create a Job Opening

- The Job Opening page displays with a majority of fields automatically populated from the position number you entered on the search page. The first step will be to select the correct Template ID for your Job Opening.

Job Opening

Job Posting and Screening

Other Evaluation Criteria

Opening Information ?

→

*Template ID

1013

Q

KS Posting With Questions

Job Opening Type

Standard Requisition

Created By

Q

Created

04/01/2019

Lesson 2: Job Openings & Job Postings

📌 Topic 1: Create a Job Opening – Choose a Template ID

- Choose the Job Application Template ID. The template will determine the options you can select when creating a Job Opening and what Careers job application steps will display to the applicant.

Job Opening

Job Posting and Screening

Other Evaluation Criteria

Opening Information ?

→

*Template ID

1013

KS Posting With Questions

Job Opening Type

Standard Requisition

Created By

Created

04/01/2019

Need Help?

[✕ Exit](#)
Apply for Job

Next >

Hwy Patrol Master/Tech Trooper

1	Start <small>In Progress</small>
2	Resume <small>Not Started</small>
3	Attachments <small>Not Started</small>
4	References <small>Not Started</small>
5	Education and Work Experience <small>Not Started</small>
6	Online Questionnaire <small>Not Started</small>
7	How did you find out about us? <small>Not Started</small>
8	Preferences <small>Not Started</small>

Step 1 of 10: Start

Instructions:

This job application uses a step-by-step process to guide you through the sections. Please fill in all information, upload all requested documents, and review before submitting.

To **Save and Exit** your application before it is complete, first click the Next button, then click the Exit button located in the top left-hand area of the page. You can return to your application anytime by going to the My Job Applications page and clicking the arrow button on the right.

To **return to a section** you previously visited, click on the section name in the left-hand navigation or click the Previous button to return to the previous page.

Before you Start:

Resumes and Cover Letters are only uploaded inside job applications. Previously uploaded Resumes will be available for selection. If a job posting does not require a resume or cover letter then skip the section by clicking the Next button.

Attachments: Carefully review the Job Posting Description page for the documents that are required for this specific job posting. Not all positions require the same documentation. Documents that are uploaded but were not requested on the job posting will be disregarded. Skip the Attachments section by clicking the Next button if you do not have any attachments to upload inside the job application.

- My Job Applications page: Upload attachments that you may need for **many** applications. These will be attached to all job applications you submit. (Examples: Tax Clearance, transcripts, DD214 if claiming veterans preference).
- This Job Application: Upload attachments on this job application that are **specific only to this position**. These documents will not be accessible by other applications.

Lesson 2: Job Openings & Job Postings

□ Topic 1: Create a Job Opening – Choose a Template ID

- **Template ID 1013 KS Posting With Questions** will automatically default in the Template ID field each time you create a new Job Opening.
 - If you change the template:
 - You will receive a pop up message that says you are changing the template, and the message will list a large paragraph of what is changing. Click OK to continue. Example message below.

Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, section(s) are not in new template definition. (18176,6012)

If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.



Lesson 2: Job Openings & Job Postings

❏ **Topic 1: Create a Job Opening – Job Application Templates**

- There are currently 3 templates to choose from.
 - **Template ID 1013 KS Posting With Questions** –(Posting with Online Job Application – all options included)
 - Job Posting
 - Resume, Cover Letter, Attachments
 - Application & Kansas Questionnaire (required)
 - Referral
 - **Template ID 1017 KS Posting ResumeCovLtrRefri** – (Posting with Online Job Application – limited options included)
 - Job Posting
 - Resume, Cover Letter, Attachment (required)
 - Referral

Lesson 2: Job Openings & Job Postings

❏ **Topic 1: Create a Job Opening – Job Application Templates**

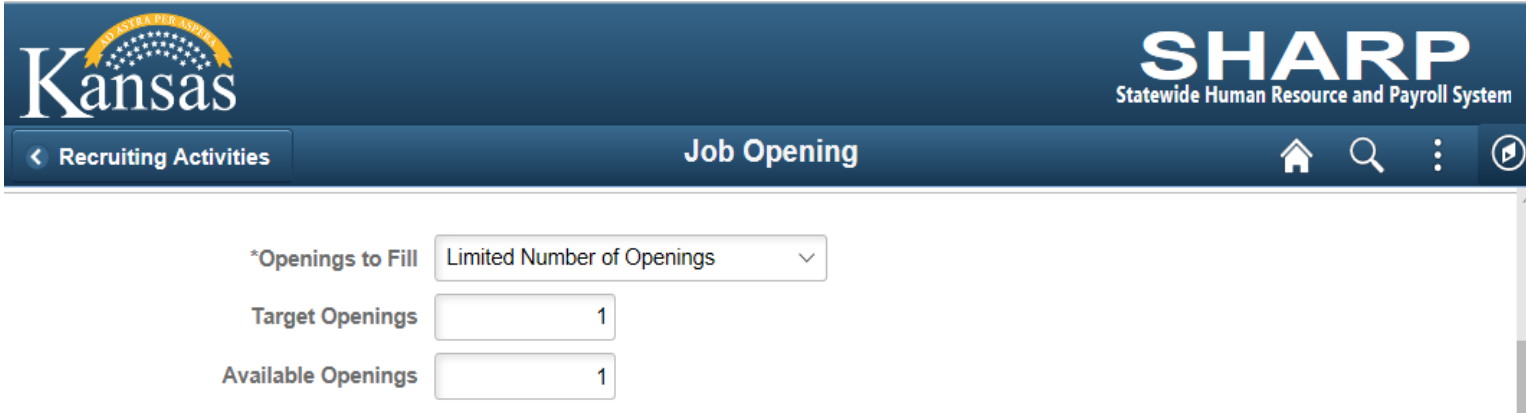
- **Template ID 1014 KS Posting Only-No Job App** – (Posting Only - No Job Application – external application process). This template should be used by agencies that do not use the on-line employment application in the Careers portal. The template provides for the creation of the Job Posting without an on-line application and no Kansas Questionnaire.
 - Job Posting
 - No Job Application
- Be sure to use the Posting Only – No Job Application posting template for your job posting and provide instructions on how to apply at the top and lower sections. (More information in Topic 4 Job Postings)
- The applicant will still see the Apply for Job button, however, if they try to use it they will be forced to exit the application.

Lesson 2: Job Openings & Job Postings

□ Topic 1: Create a Job Opening

In the **Openings to Fill** section you can keep the default values or choose other options. See Topic 2 for information about filling multiple vacancies with one Job Opening.

- **Limited Number of Openings – Default**
 - Enter the number of Target and Available Openings.
 - When Available Openings reach zero the job opening is automatically closed.
- **Unlimited Number of Openings**
 - Target and Available Openings fields no longer display.
 - You will need to manually close this job opening when you have completed your recruitment activities.



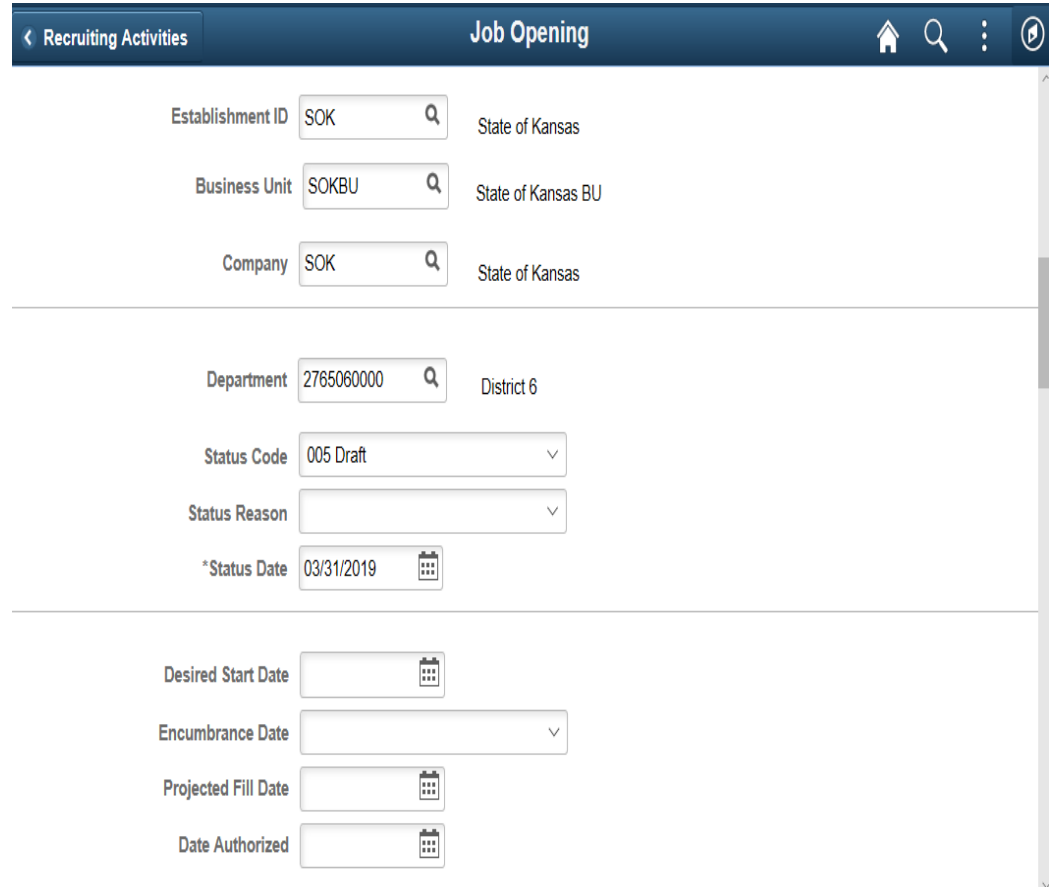
The screenshot shows the SHARP Statewide Human Resource and Payroll System interface. The header includes the Kansas logo and the SHARP logo. The navigation bar shows 'Recruiting Activities' and 'Job Opening'. The form displays the following fields:

*Openings to Fill	Limited Number of Openings
Target Openings	1
Available Openings	1

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□ Topic 1: Create a Job Opening

- Establishment ID, Business Unit, Company, and Department default from Company entered on the search page.
- Status Code will default as 005 Draft until you Save and Open your Job Opening.
- Status Date defaults as today's date.
- Desired Start Date, Encumbrance Date, Projected Fill Date and Date Authorized are not used by the State and should be left blank.



The screenshot shows the 'Job Opening' form in the SHARP system. The form is divided into several sections with labels on the left and input fields on the right. The top section includes 'Establishment ID' (SOK), 'Business Unit' (SOKBU), and 'Company' (SOK), all with search icons. Below this is a section for 'Department' (2765060000) and 'Status Code' (005 Draft). The 'Status Reason' field is empty. The '*Status Date' field shows 03/31/2019. The bottom section includes 'Desired Start Date', 'Encumbrance Date', 'Projected Fill Date', and 'Date Authorized', all with calendar icons. The form is titled 'Job Opening' and has a 'Recruiting Activities' tab selected.

Establishment ID	SOK	State of Kansas
Business Unit	SOKBU	State of Kansas BU
Company	SOK	State of Kansas
Department	2765060000	District 6
Status Code	005 Draft	
Status Reason		
*Status Date	03/31/2019	
Desired Start Date		
Encumbrance Date		
Projected Fill Date		
Date Authorized		

Lesson 2: Job Openings & Job Postings

□ Topic 1: Create a Job Opening

- The Referral Program ID and Recruitment Contact fields are not used by the State of Kansas and may be left blank. The Location code defaults from the primary position number entered on the 'Primary Job Opening Information' search page. The Location code is not displayed in the Careers portal.

Referral Program ID

Recruitment Contact

Locations ?

*Location	Location Description	Primary Location	
<input type="text" value="KTDCCK"/> <input type="button" value="Q"/>	Docking State Office Building	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

Add Location

Lesson 2: Job Openings & Job Postings

Topic 2: Create a Job Opening - Recruiting Locations

- The Recruiting Location that defaulted from the primary position (or that you entered on the initial search page) will be populated.
- The number of Recruiting Locations you can add is equal to the number of positions you have added. You can add additional Recruiting Locations by clicking on the 'Add Recruiting Location' button.

Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings		
177 	Shawnee County	<input checked="" type="checkbox"/>	<input type="text" value="1"/>		

Add Recruiting Location

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Topic 2: Create a Job Opening - Recruiting Locations

- When you add Recruiting Locations in the Job Opening, they become Location filters an applicant can use on the Job Search page.

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type	Standard Requisition
*Business Unit	SOKBU State of Kansas BU
*Company	SOK State of Kansas
Department	2765060000 District 6
*Position Number	K0237791 Accounting Manager
Job Code	067301 Accounting Manager
*Recruiting Location	177 Shawnee County
*Job Posting Title	Accounting Manager

< Careers
Search Jobs

Location

- Shawnee County (3)
- Barton County (2)
- Johnson County (1)
- Pawnee County (1)

Agency Name

- Dept for Children and Families (3)
- Board of Nursing (1)
- Department of Transportation (1)

Search Jobs

Search by job title, location, or keyword

[Clear Search](#)

Applicant View - Search Jobs in Careers



ID	189402
Location	Shawnee County
Department	District 1, Area 4
Posted Date	02/25/2019
Close Date	03/17/2019

Lesson 2: Job Openings & Job Postings

Topic 2: Create a Job Opening - Multiple Positions

- Define the number of positions you will be recruiting for in the Target Openings field. You can change this number if you need to add more positions.
- Your primary Position Number will already be entered. This is where the majority of the job opening information will come from.
- Click on the 'Add Position' button to add additional position

Positions

*Position	Position Number	Primary Position	
Accounting Manager 	K0237791	<input checked="" type="checkbox"/>	

Add Position

Employees Being Replaced

	*Employee ID	Name	
1			



Add Employee

Lesson 2: Job Openings & Job Postings

Topic 2: Create a Job Opening - Multiple Positions

- If you have multiple positions that fall under the same job posting you can add them at any time. Adjust the target openings number accordingly.
- When you go to Prepare for Hire, it will ask you what position you are hiring into.
- The Employees Being Replaced section directly below the Position number is not used by the State of Kansas.

Positions

*Position	Position Number	Primary Position	
Accounting Manager 	K0237791	<input checked="" type="checkbox"/>	

Add Position

Employees Being Replaced

	*Employee ID	Name	
1			1

Add Employee

Lesson 2: Job Openings & Job Postings

Topic 2: Create a Job Opening – Job Details and Salary

- The Regular/Temporary and Schedule Type (Full time/Part-time) fields default from the primary position number assigned to the Job Opening. These fields are used in the Careers Job Search page as filters the applicant can use in their search.

Additional Job Specifications ?

Job Code ☐ Primary Job Code

Staffing Information ?

Region

Schedule Type

Regular/Temporary

Begin Date

End Date

Shift

Hours

Work Period

Travel Percentage

Kansas

Careers Search Jobs

Internal Only (2)

Jobs Posted Within

Last Three Months (7)

Last Year (7)

Anytime (7)

Job Closing In

More than 30 days (7)

Regular/Temporary Position

Temporary (4)

Regular (3)

Full/Part Time Status

Full-Time (5)

Part-Time (2)

Search Jobs

Search by job title, location, or keyword

Clear Search Save Search

7 jobs found.

Admin Caller

Job ID 189332

Location Curtis Building

Department Health Assessment

Posted Date 01/29/2019

Close Date Open Until Filled

Posting Type Agency Only

Appt/Elect Bd/Comm Bd Member

Job ID 189330

Location Pratt

Department Executive Services

Posted Date 01/29/2019

Close Date Open Until Filled

Posting Type Agency Only

Lesson 2: Job Openings & Job Postings

Topic 2: Create a Job Opening – Job Details and Salary

- The Salary Range fields are not shown in Careers, but we recommend you complete this information and include it in your job posting. The Salary Admin Plan, Grade and Step will default from the primary Position Number assigned to your Job Opening.
- Adding the values entered in these fields to the Careers Job Search is on our list of enhancements.

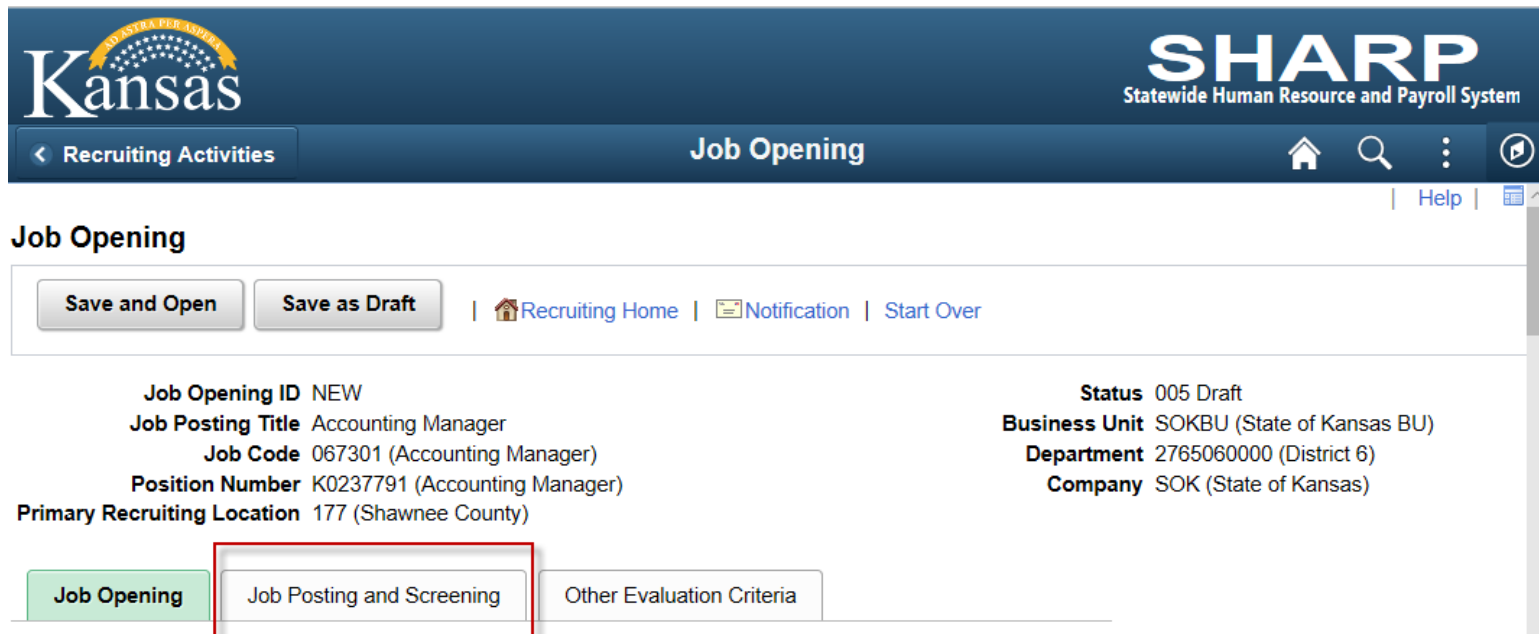
Salary Information ?

Salary Admin Plan	<input type="text" value="UNC"/>	<input type="button" value="Q"/>	Unclassified Pay Plan
From Grade	<input type="text" value="001"/>	<input type="button" value="Q"/>	Unclassified Salary Plan
From Step	<input type="text"/>	<input type="button" value="Q"/>	
To Grade	<input type="text"/>	<input type="button" value="Q"/>	
To Step	<input type="text"/>	<input type="button" value="Q"/>	
Salary Range From	<input type="text" value="40,000.000000"/>		(Default From Job Code)
Salary Range To	<input type="text" value="55,000.000000"/>		(Default From Job Code)
Pay Frequency	<input type="text" value="Year"/>	<input type="button" value="v"/>	
Currency	<input type="text" value="US Dollar"/>	<input type="button" value="v"/>	

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

- The next step in the creation of a Job Opening is to add Screening Questions and Job Posting information.
- Click on the 'Job Posting and Screening' tab at the top of the Job Opening page.











The screenshot shows the SHARP (Statewide Human Resource and Payroll System) interface for a Job Opening. The top navigation bar includes the Kansas logo, the SHARP logo, and a 'Recruiting Activities' breadcrumb. The main header area displays 'Job Opening' and navigation icons. Below this, the 'Job Opening' section contains buttons for 'Save and Open' and 'Save as Draft', along with links for 'Recruiting Home', 'Notification', and 'Start Over'. The job details are listed in two columns: Job Opening ID (NEW), Job Posting Title (Accounting Manager), Job Code (067301 (Accounting Manager)), Position Number (K0237791 (Accounting Manager)), Primary Recruiting Location (177 (Shawnee County)), Status (005 Draft), Business Unit (SOKBU (State of Kansas BU)), Department (2765060000 (District 6)), and Company (SOK (State of Kansas)). At the bottom, there are three tabs: 'Job Opening', 'Job Posting and Screening' (which is highlighted with a red box), and 'Other Evaluation Criteria'.

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

- If you chose the Posting with Questions template (**Template ID 1013**), a number of required questions will be auto-populated and should not be removed.
- Other templates (at this time) do not have a questionnaire section.

Screening Questions ?

*Question	Question Order	Action	
Former or Current EEs	5	Enter Evaluators	
Over Age 18	3	View Answers	
Known by Other Name	7	Enter Evaluators	
Have you previously retired	6	Enter Evaluators	
Veterans Preference	4	View Answers	
Applicants check email	1	View Answers	
Authorized to work in US	2	View Answers	
Additional Experiences	8	Enter Evaluators	

Add Screening Question

Load from Question Set

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

List of Required Questions that should not be removed from Job Opening using Template ID 1013.

Multiple Choice – Required on all job openings

1. I understand that the Careers system and the Recruiter will send correspondence, to the e-mail address I provided, regarding specific information about this application and I understand it is my responsibility to check my e-mail regularly during the recruitment process.
Yes
No
2. The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?
Yes
No

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

List of Required Questions that should not be removed from Job Opening using Template ID 1013 - continued.

Multiple Choice – Required on all job openings

3. Are you currently over the age of 18 or will you be age 18 at the time of hire?
Yes
No
4. Veterans: Are you claiming Veterans' Preference?
 - a. I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified.
 - b. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified.
 - c. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. I have uploaded my DD214 only for reference.
 - d. I am not claiming Veterans' Preference.

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

Open Ended - Required

1. Have you ever been or are you currently employed by the State of Kansas? (The State of Kansas employs persons in the executive, legislative and judicial branches and those that work as an employee or student at a state university. State universities are Emporia State University, Fort Hays State University, Kansas State University, University of Kansas, Pittsburg State University, University of Kansas Medical Center and Wichita State University.)
If so, please provide as much information as possible: approximate dates of your last State employment, the name of the last Agency, Department, Office, Commission or Board you worked for, and your Employee ID. *Type NA if you do not have an answer.*
2. Have you previously retired from the State of Kansas or any other employer with a Kansas Public Employee Retirement System (KPERs) plan? If so, please provide your retirement date and name of employer. *Type NA if you do not have an answer.*

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

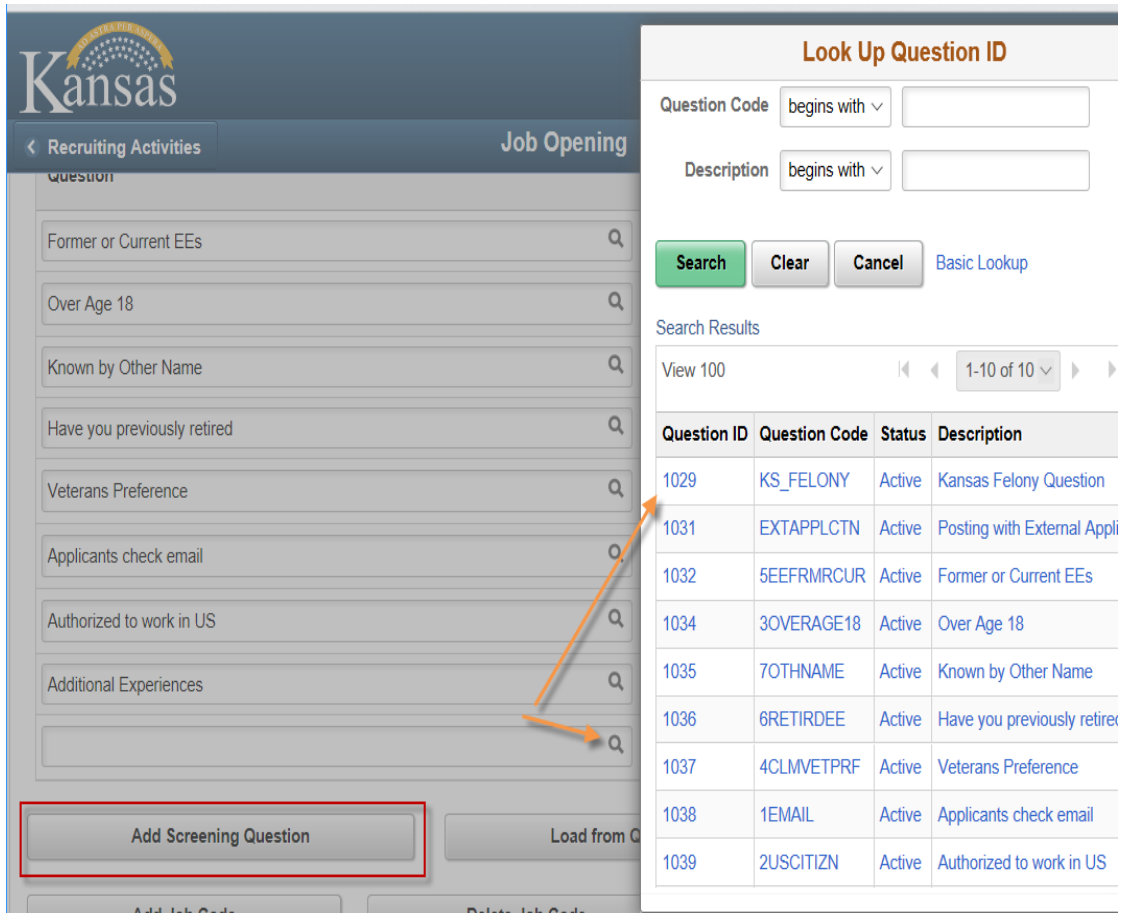
Open Ended – Required – continued

3. List any other name(s) which you have used, or you have been known by. Please include any and all first, middle and last name combinations, including former maiden, married, or legal names. *Type NA if you do not have an answer.*
4. Please describe any additional Experiences (jobs, volunteer, memberships, events, etc.), any additional Knowledge or Technical Skills that you have not described in a previous section that are applicable to this position. *Type NA if you do not have an answer.*

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

- You can add additional optional questions to the job application by clicking the Add Question button, click the magnifying glass to lookup, and choose a question, then add an order number.
- Review the list of available questions in the Desk Aids Section of the SHARP Recruiting CBT webpage before you get to this step.



The screenshot shows the SHARP Recruiting CBT interface. On the left, a list of questions is displayed with magnifying glass icons for lookup. At the bottom, the 'Add Screening Question' button is highlighted with a red box. On the right, the 'Look Up Question ID' modal window is open, showing search filters and a table of available questions.

Look Up Question ID

Question Code: begins with

Description: begins with

Search **Clear** **Cancel** Basic Lookup

Search Results

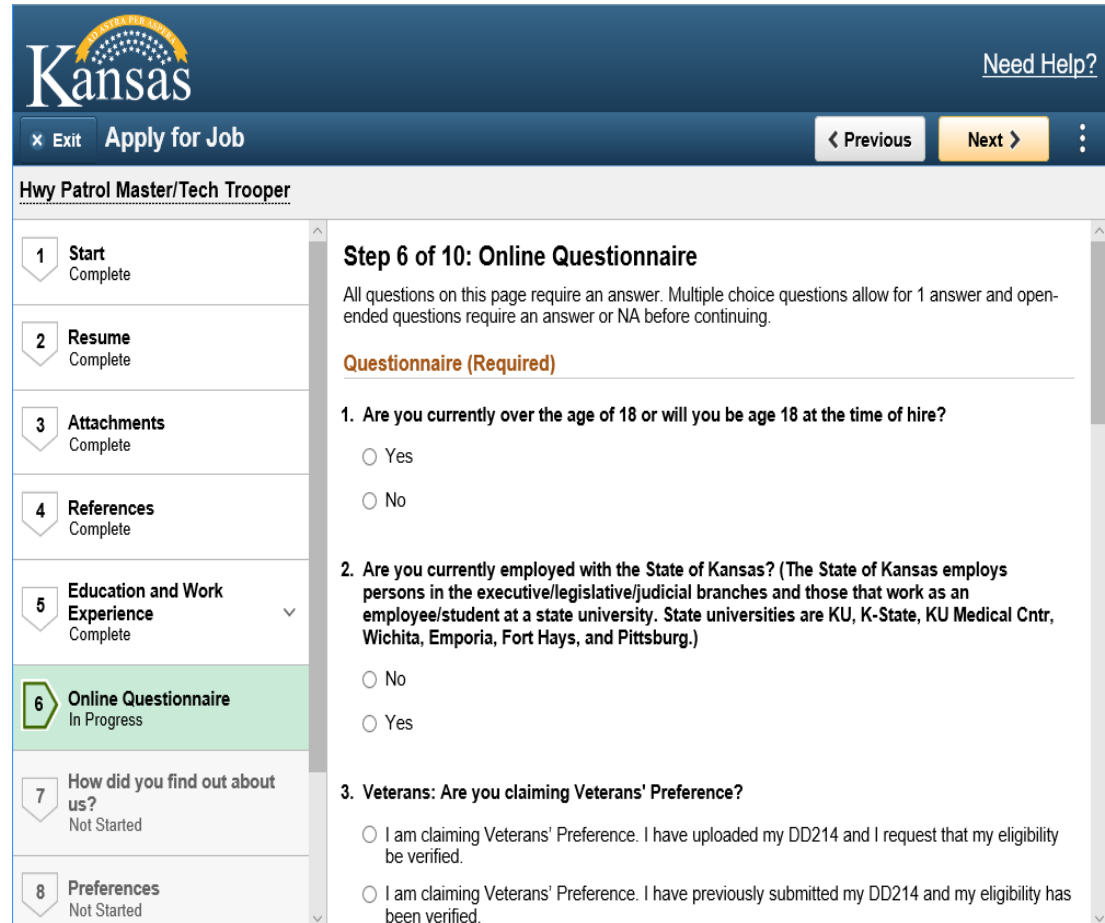
View 100 1-10 of 10

Question ID	Question Code	Status	Description
1029	KS_FELONY	Active	Kansas Felony Question
1031	EXTAPPLCTN	Active	Posting with External Appli
1032	5EEFRMRCUR	Active	Former or Current EEs
1034	3OVERAGE18	Active	Over Age 18
1035	70THNAME	Active	Known by Other Name
1036	6RETIRDEE	Active	Have you previously retire
1037	4CLMVETPRF	Active	Veterans Preference
1038	1EMAIL	Active	Applicants check email
1039	2USCITIZN	Active	Authorized to work in US

Lesson 2: Job Openings & Job Postings

Topic 3: Screening (Online Questionnaire)

- Multiple choice questions are displayed first with the open ended questions following.
- When you order your questions keep in mind how you want the questions to be displayed in the Careers employment application.



Kansas [Need Help?](#)

[Exit](#) **Apply for Job** [< Previous](#) [Next >](#)

Hwy Patrol Master/Tech Trooper

1 **Start**
Complete

2 **Resume**
Complete

3 **Attachments**
Complete

4 **References**
Complete

5 **Education and Work Experience**
Complete

6 **Online Questionnaire**
In Progress

7 **How did you find out about us?**
Not Started

8 **Preferences**
Not Started

Step 6 of 10: Online Questionnaire

All questions on this page require an answer. Multiple choice questions allow for 1 answer and open-ended questions require an answer or NA before continuing.

Questionnaire (Required)

1. Are you currently over the age of 18 or will you be age 18 at the time of hire?

☐ Yes

☐ No

2. Are you currently employed with the State of Kansas? (The State of Kansas employs persons in the executive/legislative/judicial branches and those that work as an employee/student at a state university. State universities are KU, K-State, KU Medical Cntr, Wichita, Emporia, Fort Hays, and Pittsburg.)

☐ No

☐ Yes

3. **Veterans: Are you claiming Veterans' Preference?**

☐ I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified.

☐ I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified.

Lesson 2: Job Openings & Job Postings

Topic 3: Screening - Recruiter Access

- Enter additional Recruiters on your team so they can access the job opening.
NOTE: Verify the Recruiter has security access to the SHARP Recruiting module before you add them.
- Adding a person also will also allow them to see the job opening and applicants on their Recruiting Alerts Center.
- Click on the 'Add Recruiter' button and then enter the Name of the Recruiter as it is stored in SHARP including middle initial.

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter

Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager

Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

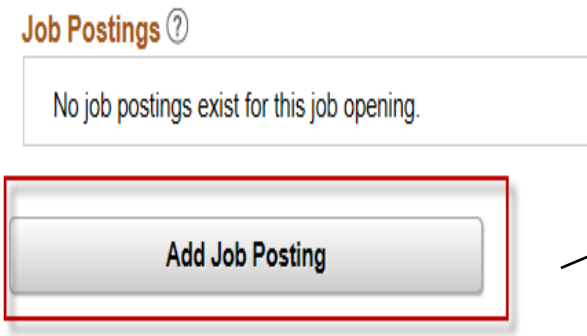
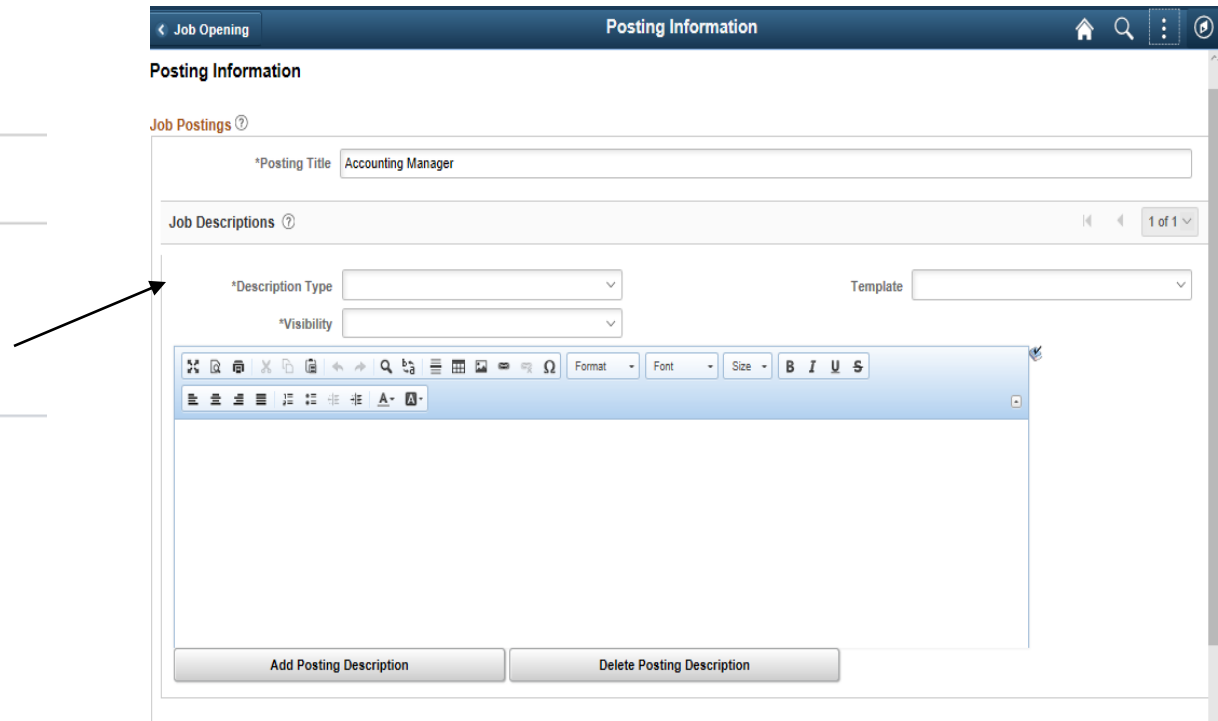
Add Interviewer

Add Interviewer Team

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings - Templates

- The next step in creating a Job Opening is to create a job posting that displays in the Careers portal. Click on the 'Add Job Posting' button in the Job Postings section. The Posting Information page will display.

Job Opening Posting Information

Posting Information

Job Postings ?

*Posting Title Accounting Manager

Job Descriptions ? 1 of 1

*Description Type [v] Template [v]

*Visibility [v]

[Rich Text Editor with toolbar]

Add Posting Description Delete Posting Description

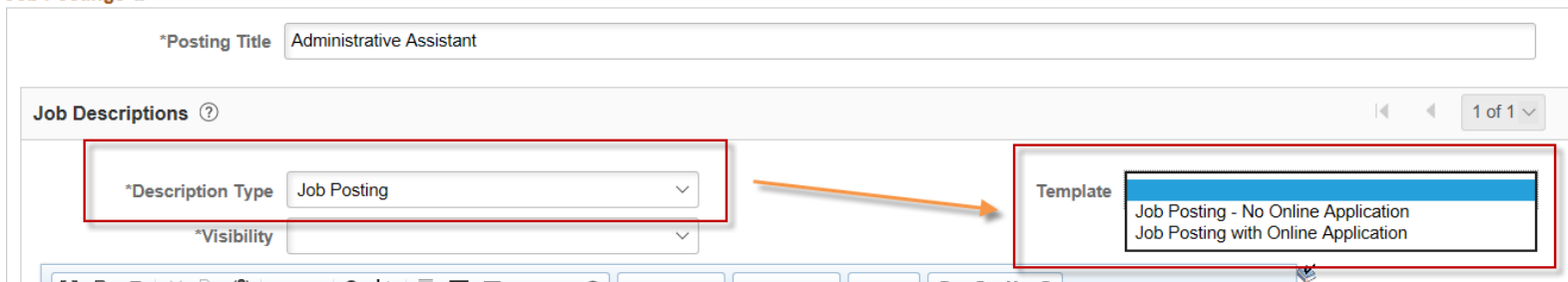
Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings - Templates

- Posting Templates assist applicants by giving them a map to find important information in every job posting. It also presents a professional look for agencies.
- In the field Description Type field, choose 'Job Posting' and then in the Template field, choose the posting template that corresponds with the Job Application Template in your job opening.

Posting Information

Job Postings ?



The screenshot shows a web form for 'Job Postings'. At the top, there is a field for '*Posting Title' with the value 'Administrative Assistant'. Below this is a section titled 'Job Descriptions ?' with a '1 of 1' indicator. Inside this section, there are two fields: '*Description Type' and '*Visibility'. The '*Description Type' field is set to 'Job Posting' and is highlighted with a red box. An orange arrow points from this box to another red box on the right, which contains the 'Template' field. The 'Template' field has a dropdown menu with two options: 'Job Posting - No Online Application' and 'Job Posting with Online Application'. The second option is selected and highlighted in blue.

Lesson 2: Job Openings & Job Postings

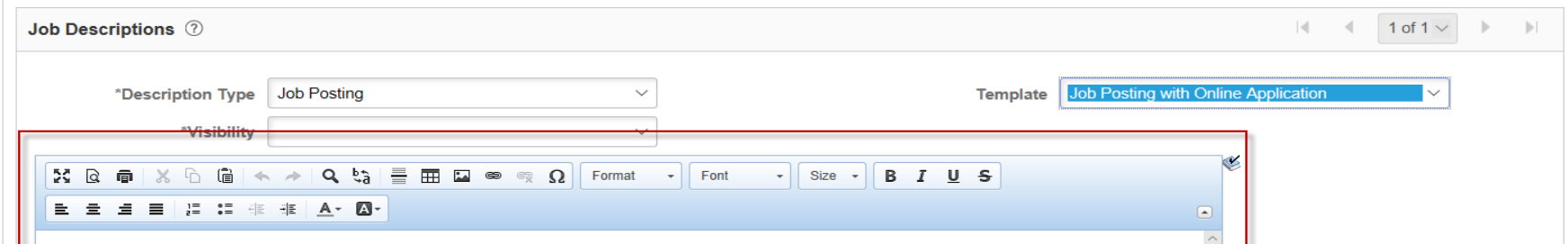
□ Topic 4: Job Postings - Templates

- If you chose the Job Application Template “Posting with Questions” or “Posting with Resume” then use the Posting Template “Posting with Job Application.”
- If you chose the Job Application Template “Posting with No Application” then use the Posting Template “Posting with No Application.”
- Links to Word document versions of the Posting Templates can be found in the Desk Aids section of the SHARP Recruiting CBT webpage.

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – How to use the Posting Templates

- To add text to your posting you have 2 options:
 - You can work in the Posting editor on the Posting Information page
 - You can work in the Word Template
- Formatting should be done in the Posting editor and try to follow these guidelines:
 - Font: Arial
 - Font Size: 12pt+
 - Text Color: Blue or Black
 - For Emphasis: use bold, italics, font size, exclamation points, asterisks and other type symbols. Avoid underline (this is reserved for links).



The screenshot shows the 'Job Descriptions' interface. At the top, there's a header with 'Job Descriptions' and a help icon. Below it, there are two dropdown menus: '*Description Type' set to 'Job Posting' and 'Template' set to 'Job Posting with Online Application'. A red box highlights the formatting toolbar, which includes icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, font face, font size, and a 'Format' dropdown menu. The toolbar is located above a large text input area.

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Editor

- The Posting editor contains editing tools that are commonly found in word processing software packages such as Microsoft Word. Editing Options that can be performed include:
 - Copy/Paste
 - Formatting functions
 - Font
 - Bullets
 - Indenting
 - Add web image
 - Add web link
 - Spell Check
 - Preview the job posting
 - Print the job posting

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Type

- You will need to assign a Posting Type (External, Internal employees Only, Agency Only) to your Job Posting.
- The Posting Type designates what groups of applicants will be allowed to apply to your job.
- To select a Posting Type you select the value from the Visibility field on the Posting Information Page.

Posting Information

Job Postings ?

*Posting Title Accounting Manager

Job Descriptions ?

*Description Type Job Posting

*Visibility

- Agency Only
- External
- Internal Only

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Type

- The posting type value selected is used in the Careers Job Search page as a filter the applicant can use in their search.

Posting Information

Job Postings ?

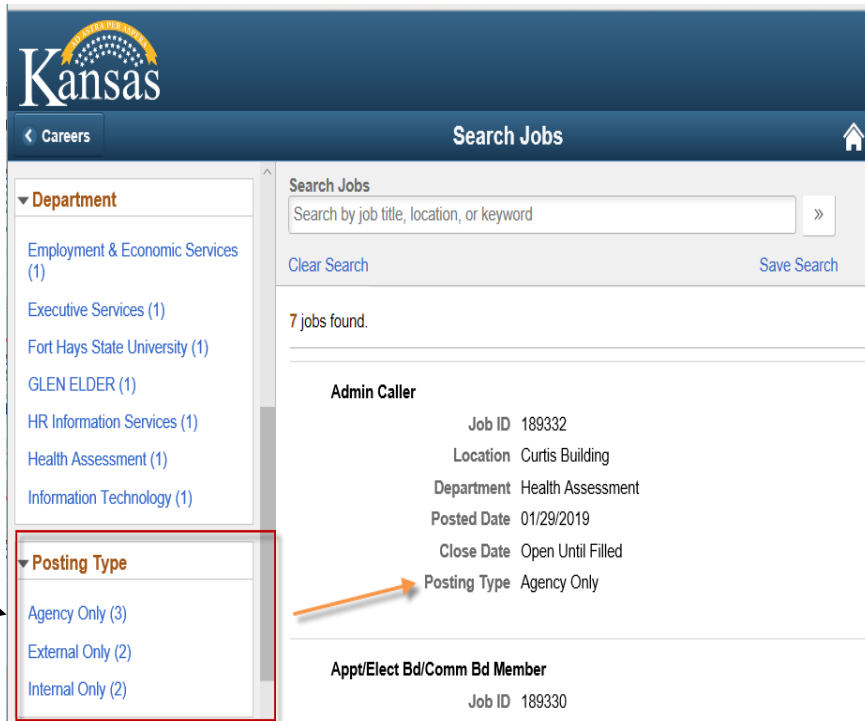
*Posting Title Accounting Manager

Job Descriptions ?

*Description Type Job Posting

*Visibility

Agency Only
External
Internal Only



Kansas

< Careers Search Jobs

Search Jobs
Search by job title, location, or keyword

Clear Search Save Search

7 jobs found.

Admin Caller
Job ID 189332
Location Curtis Building
Department Health Assessment
Posted Date 01/29/2019
Close Date Open Until Filled
Posting Type Agency Only

Appt/Elect Bd/Comm Bd Member
Job ID 189330

Department

- Employment & Economic Services (1)
- Executive Services (1)
- Fort Hays State University (1)
- GLEN ELDER (1)
- HR Information Services (1)
- Health Assessment (1)
- Information Technology (1)

Posting Type

- Agency Only (3)
- External Only (2)
- Internal Only (2)

Lesson 2: Job Openings & Job Postings

□ Topic 4: Job Postings – Posting Type

- Posting Type Definitions:
- **External:** Open to all applicants.
- **Internal Only:** Open to all state employees, persons eligible for reemployment or reinstatement, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.
- **Agency Only:** Open to agency employees, persons eligible for reemployment, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Dates

- The Job Postings Destinations section contains fields that determine when and how long your Job Posting will display in the Careers Job Search.
 - To post a job posting the job opening must have an 'Open' status.
 - In the Job Posting Destinations Section, choose 'I' as the value in the Destination field.
 - Choose External in the Posting Type field (only value)
 - Enter the date you wish the job posting to show on Careers in the Post Date field or select the number of days you would like your job posting to be displayed in the Relative Open Date field.

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
I	External Posting					

Add Posting Destination

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Dates

- Either enter a specific date in the Remove Date field on which you want to remove the posting from this destination, or enter the number of days that the posting is to remain active. If you enter a posting duration, the system calculates the removal date and displays it in the Remove Date field, which becomes unavailable for entry.
- The Close Date displayed in the Careers portal displays the last day that the job is posted. This is the day before the remove date that is specified in the job opening.

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Dates

- Job Postings will be removed after the next index run following the date entered in the Remove Date field. The Job Posting will close at the end of the Close Date (11:59PM) and will be removed when it hits the Remove Date at (12:00AM).
- If no end date is entered, the job posting will show “Open Until Filled” in the Careers Job Search until the next index run after the job opening status is set to “Closed”.

Add Posting Description
Delete Posting Description

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting (Days)
I	External Posting		04/02/2019	04/19/2019	17

Add Posting Destination

Long Term Care Ombudsman

Job ID: 192550

Location: Reno County

Department: Long Term Care Ombudsman

Posted Date: 04/02/2019

Close Date: 04/18/2019

Posting Type: External

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Dates

- Once you have finished updating the Posting Information page fields, click 'Ok' at the bottom of the Posting Information page.
- Next, finalize your Job Posting by clicking the 'Save and Open' button.
- Your Job Opening will be assigned a Job Opening ID and the Status will change to Open.

[Help](#)

Job Opening

Save and Open
Save as Draft

[Recruiting Home](#)
[Notification](#)
[Start Over](#)

Job Opening ID NEW

Job Posting Title Accounting Manager

Job Code 067301 (Accounting Manager)

Position Number K0237791 (Accounting Manager)

Primary Recruiting Location 177 (Shawnee County)

Status 005 Draft

Business Unit SOKBU (State of Kansas BU)

Department 2765060000 (District 6)

Company SOK (State of Kansas)

Job Opening

Job Posting and Screening

Other Evaluation Criteria

Save

[Recruiting Home](#) |
 [Clone](#) |
 [Create New](#) |
 [Print Job Opening](#)

Job Opening ID 189422

Job Posting Title Accounting Manager

Job Code 067301 (Accounting Manager)

Position Number K0237791 (Accounting Manager)

Primary Recruiting Location 177 (Shawnee County)

Status 010 Open

Business Unit SOKBU (State of Kansas BU)

Department 2765060000 (District 6)

Company SOK (State of Kansas)

Job Opening

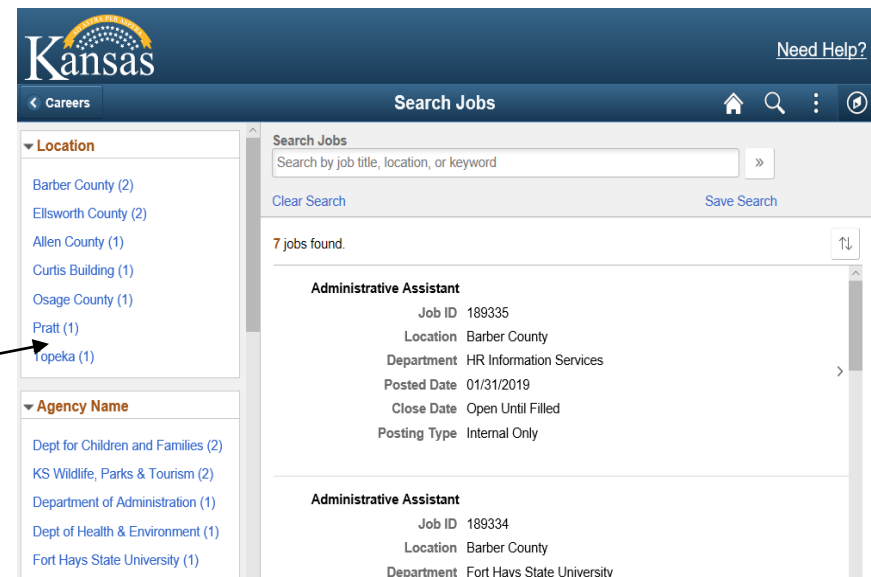
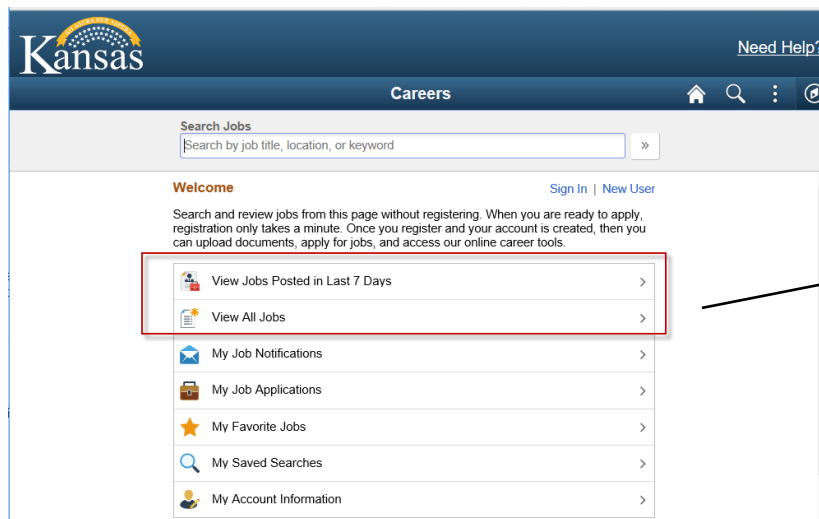
Job Posting and Screening

Other Evaluation Criteria

Lesson 2: Job Openings & Job Postings

Topic 4: Job Postings – Posting Dates

- Your Job Posting will be added to Careers Job Search on the next index run. The index is ran every hour, on the hour, Monday through Friday, from 7:00 am to 6:00 pm.
- Once a job opening is closed or a job posting is set to removed, the applicant will not be able to apply for the job even if they can view it in Careers Job Search.



Lesson 2: Job Openings & Job Postings

❑ **Topic 5:** Manage job openings - Recruitment Alerts Center

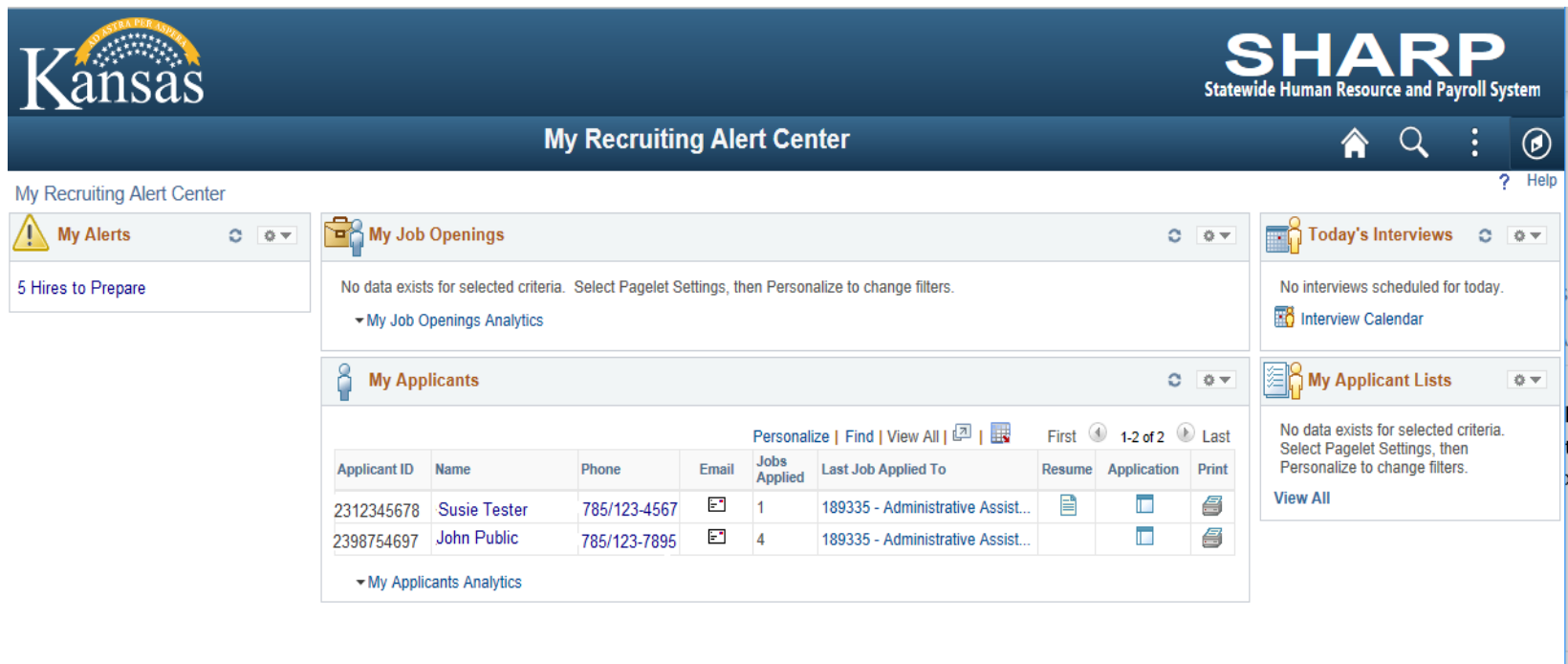
- The Recruiting Alerts Center allows recruiters the ability to have a one-stop location to manage recruiting activities occurring in your agency.
- Information displayed in the Alert Center is based on your level of security access in SHARP.
- Click on the My Recruiting Alert Center tile.



Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings - Recruitment Alerts Center

- The Alert Center allows you to personalize each of the sections displayed by adding time periods, statuses and other values related to the information being displayed.



The screenshot shows the SHARP (Statewide Human Resource and Payroll System) My Recruiting Alert Center interface. The header includes the Kansas logo and the SHARP logo. The main title is "My Recruiting Alert Center". The interface is divided into several sections:

- My Alerts:** Shows "5 Hires to Prepare".
- My Job Openings:** Displays a message: "No data exists for selected criteria. Select Pagelet Settings, then Personalize to change filters." Below this is a link for "My Job Openings Analytics".
- My Applicants:** Contains a table of applicants with columns for Applicant ID, Name, Phone, Email, Jobs Applied, Last Job Applied To, Resume, Application, and Print. The table shows two applicants: Susie Tester and John Public.
- Today's Interviews:** Displays a message: "No interviews scheduled for today." Below this is a link for "Interview Calendar".
- My Applicant Lists:** Displays a message: "No data exists for selected criteria. Select Pagelet Settings, then Personalize to change filters." Below this is a link for "View All".

The table in the "My Applicants" section is as follows:

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
2312345678	Susie Tester	785/123-4567		1	189335 - Administrative Assist...			
2398754697	John Public	785/123-7895		4	189335 - Administrative Assist...			

Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings - Recruitment Alerts Center

- The Personalize My Job Openings filters include the ability to personalize actions related to Job Openings including which Job Openings to Display, Status of Job Opening and Time Periods.

Personalize My Job Openings

Select the filter options that determine which Job Openings display on the pagelet.

Filter Options

*Display Jobs Assigned to me

*Status 010 Open

*Created Within 070 - Last Year

Save

Cancel

Personalize My Job Openings

Select the filter options that determine which Job Openings display on the pagelet.

Filter Options

*Display

*Status

*Created Within

All Jobs

Jobs Assigned to me

Jobs Associated with me

Jobs Created by me

070 - Last Year

Save

Cancel

Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings - Recruitment Alerts Center

- The Personalize My Applicants filters include the ability to personalize actions related to Applicants applying to your Job Openings.

The screenshot displays the 'Personalize My Applicants' interface. It features a title 'Personalize My Applicants' and a subtitle 'Select the filter options that determine which Applicants display on the pagelet.' Below this, there is a 'Filter Options' section with a dropdown menu labeled '*Applied Within'. The dropdown menu is open, showing a list of filter options: 010 - Today, 020 - Yesterday, 030 - Last 3 Days, 040 - Last Week, 050 - Last 2 Weeks, 060 - Last Month (highlighted), 070 - Last Year, and 080 - View All. An arrow points from the dropdown menu in the main interface to the expanded list. At the bottom of the interface, there are 'Save' and 'Cancel' buttons.

Lesson 2: Job Openings & Job Postings

❏ Topic 5: Manage job openings

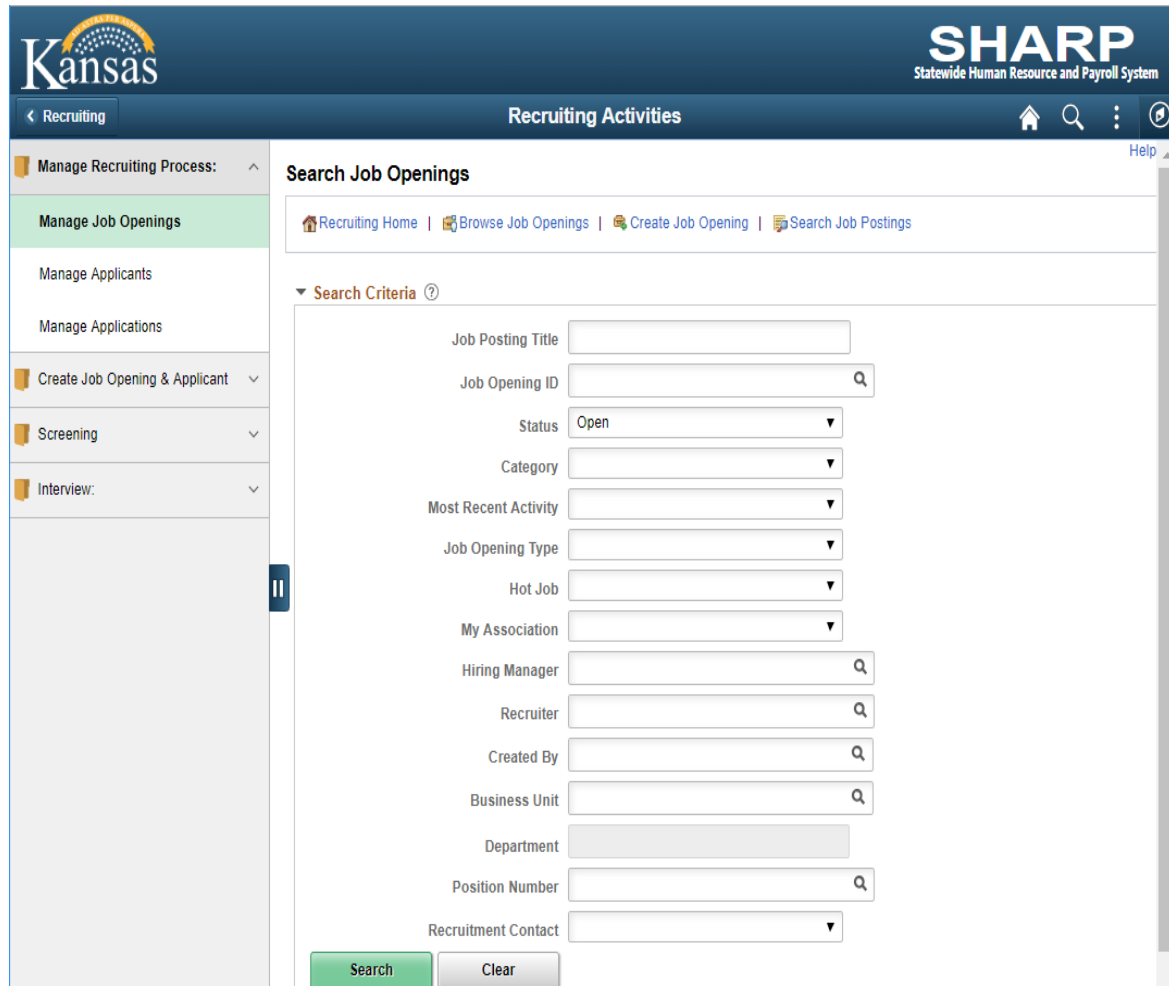
- Once Job Openings have been created you will have the ability to manage several recruiting activities using links and information stored on your Job Opening. To manage an existing Job Opening you will navigate to the Recruiting Homepage and click the Recruiting Activities tile.



Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings

- Manage Job Openings is the default navigation in the Recruiting Activities tile. The 'Search Job Openings' search page displays as the default option in the Manage Job Openings navigation collection.



The screenshot displays the SHARP (Statewide Human Resource and Payroll System) interface. The top navigation bar includes the Kansas logo, the SHARP logo, and the text "Statewide Human Resource and Payroll System". Below this, a "Recruiting Activities" section contains a left-hand navigation menu and a main content area.

Left-hand Navigation Menu:

- Manage Recruiting Process:
 - Manage Job Openings (highlighted)
 - Manage Applicants
 - Manage Applications
- Create Job Opening & Applicant
- Screening
- Interview:

Main Content Area: Search Job Openings

The main content area features a "Search Job Openings" section with a breadcrumb trail: [Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#).

Search Criteria:

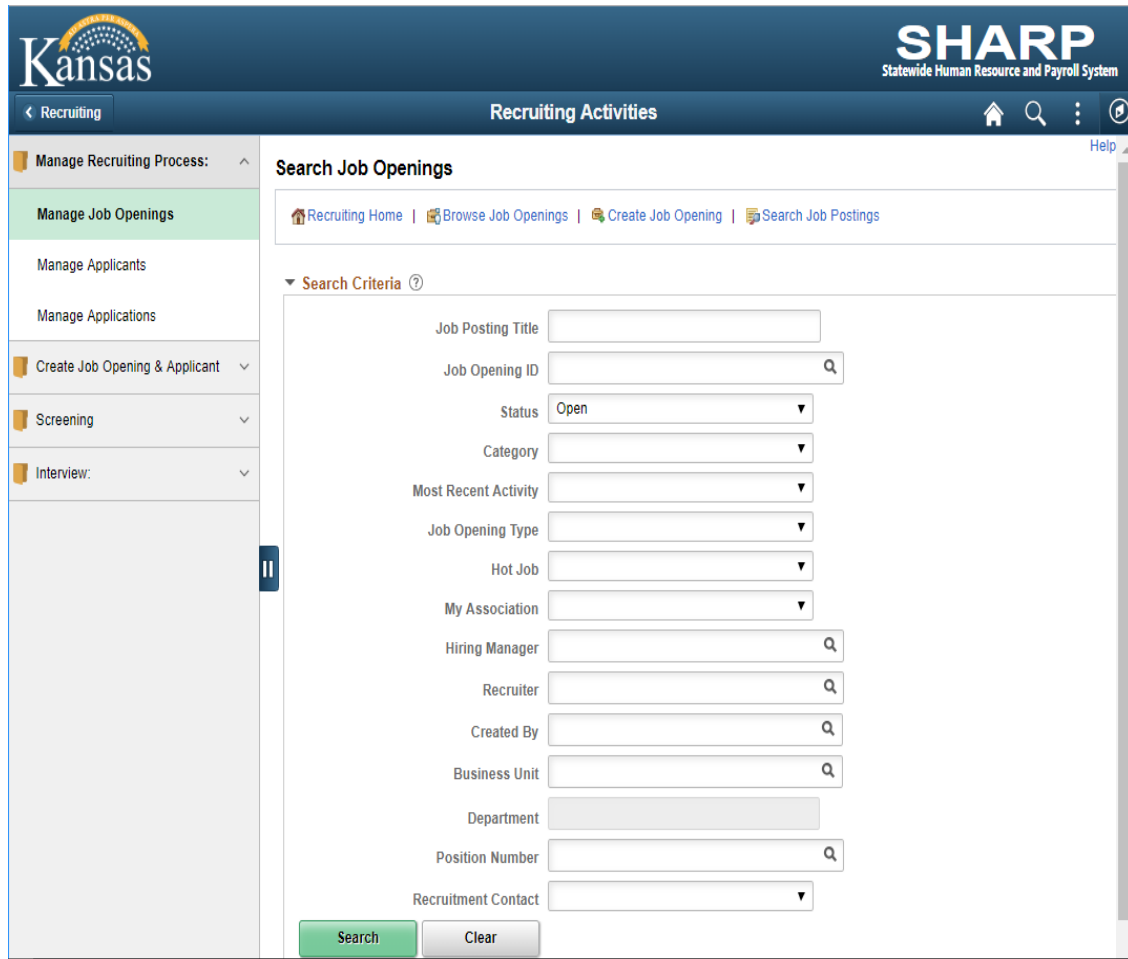
- Job Posting Title
- Job Opening ID
- Status: Open
- Category
- Most Recent Activity
- Job Opening Type
- Hot Job
- My Association
- Hiring Manager
- Recruiter
- Created By
- Business Unit
- Department
- Position Number
- Recruitment Contact

At the bottom of the search criteria section are two buttons: "Search" and "Clear".

Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings

- To search for an existing Job Opening, use one or more of the fields found on the Search Job Openings page.
- Once you have entered your search criteria click on the Search button.



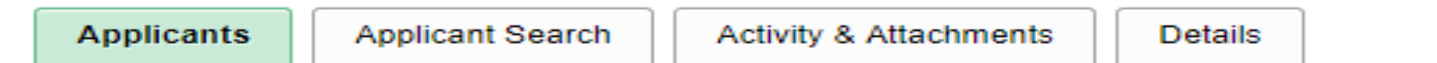
The screenshot displays the SHARP Statewide Human Resource and Payroll System interface. The top navigation bar includes the Kansas logo and the SHARP logo. The main header is "Recruiting Activities". On the left, a sidebar menu lists "Manage Recruiting Process:" with sub-items "Manage Job Openings" (highlighted), "Manage Applicants", and "Manage Applications". Below this are "Create Job Opening & Applicant", "Screening", and "Interview:". The main content area is titled "Search Job Openings" and contains a "Search Criteria" section with the following fields: Job Posting Title, Job Opening ID, Status (set to Open), Category, Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact. Each field has a search icon. At the bottom are "Search" and "Clear" buttons.

Lesson 2: Job Openings & Job Postings

❏ Topic 5: Manage job openings

- After you select your Job Opening from the search results, the Manage Job Opening page will display.
- The Manage Job Opening page provides you with a single location to complete many recruiting tasks.
- To navigate between the various options, you will click on either the 'Applicant', 'Applicant Search', 'Activity & Attachments', or 'Details' folder tab.

Job Opening ID 192498
Job Posting Title Senior Administrativ Assistant
Job Code 043030 (Senior Administrativ Assistant)
Position Number K0239767 (Senior Administrativ Assistant)



Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings

The following maintenance activities can be performed on the Details tab:

- Manage Job Openings
 - Add more positions if you are using one Job Opening to recruit for multiple similar positions– adjust the Target and add Recruiting Locations if the positions are not located in the same county
- Edit the Job Posting (when it is already posted)
 - Make the change, save, and wait for the index run.

Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings

The following maintenance activities can be performed on the Details tab:

- Re-Post a Job Posting –
 - Add a new row to job posting destination/type/dates table. Save and wait for index to run
- Filling/Closing Job Opening
 - When an applicant is hired through Manage Hires and the Target is met, the job is automatically closed.
 - A Recruiter can manually close the job opening.

Lesson 2: Job Openings & Job Postings

❑ **Topic 5: Manage job openings – Recruitment 360**

- Although Manage Job Openings is the main page for Job Openings and Postings, you can complete most of your recruitment process on these pages.
 - Applicant actions on Manage Job Openings – Applicants tab
 - Navigate to applicant's Applicant Data
 - Update an Applicant's Disposition
 - Send Correspondence to Applicant
 - Application actions on Manage Job Openings – Applicants tab
 - View the Application and Resume
 - Update the Application
 - Print one or more applications
 - Route the applicant and application to reviewers

Lesson 2: Job Openings & Job Postings

❑ Topic 5: Manage job openings – Manage Hires

- It is very important to hire employees who applied to your job opening through the Manage Hires process. If you hire them outside the Manage Hires process, multiple things will occur:
 - The job opening Target will not be updated on the job opening and will remain open or unchanged.
 - The Position Number will remain on the job opening.
 - The applicant will not show a Hired status in Recruitment and all other applicants will remain with the status of “Applied”
 - The Recruitment Alerts Center pagelets will be inaccurate.
 - The hire will be disconnected to the Recruitment module.
 - Reporting will be inaccurate or unavailable.

Lesson 2: Job Openings & Job Postings

□ **Topic 5:** Manage job openings – Manage Hires

- The Agency HR Administration role has access to Manage Hires to complete the hire. If a Recruiter has both the Agency Recruiter and the Agency HR Administrator role they will be able to complete the Recruitment and Hire processes.
- Instructions for using Manage Hires can be found in Lesson 3 of the Recruiting module computer based training and in the Workforce Administration module computer based training.

Lesson 2: Job Openings & Job Postings

□ Topic 5: Manage job openings – Reports

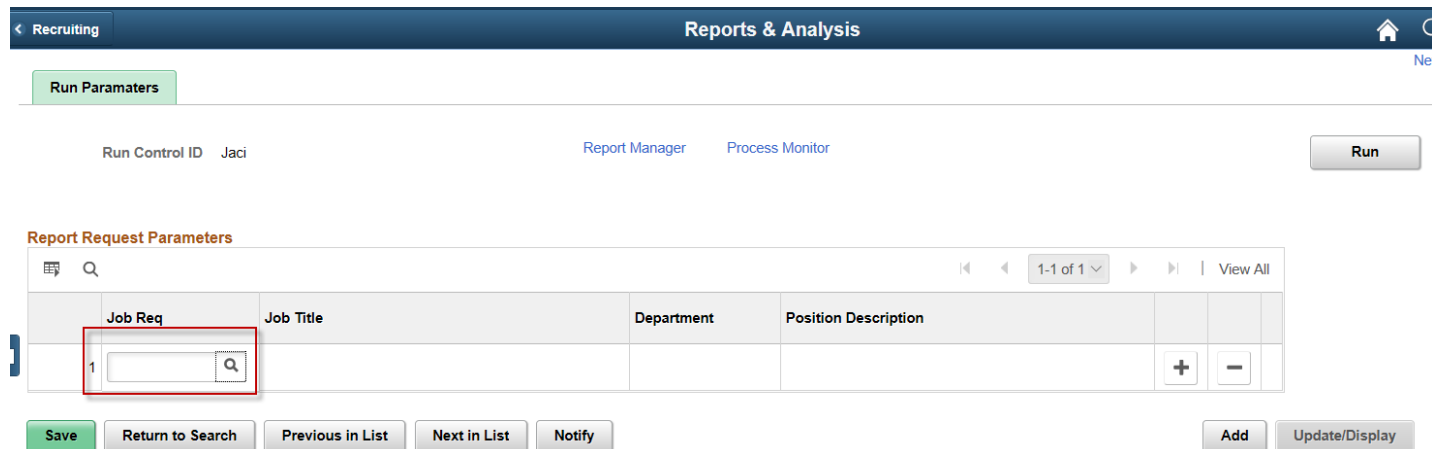
- To run reports available in the recruiting process navigate to the Recruiting Homepage, click the Reports & Analysis tile.



Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings – Reports

- The Applicant Summary report is currently the only available report.
- The Applicant Summary will help you identify applicants that have claimed and/or have verified Veterans' Preference.
- The run control for the Applicant Summary report will display. Enter or add your run control ID and the Run Parameters page displays. Enter one or more of your Job Opening ID's and click run.





The screenshot shows the SHARP Reports & Analysis interface. At the top, there is a navigation bar with "Recruiting" and "Reports & Analysis" tabs. Below this, a "Run Parameters" tab is selected. The main area displays the "Run Control ID" as "Jaci" and a "Run" button. Below this, the "Report Request Parameters" section is visible, showing a table with columns for "Job Req", "Job Title", "Department", and "Position Description". The "Job Req" column contains a search input field with a magnifying glass icon, which is highlighted with a red box. The table also includes a "1-1 of 1" dropdown and a "View All" link. At the bottom, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

Lesson 2: Job Openings & Job Postings

Topic 5: Manage job openings – Reports

- When the report has finished running (see the SHARP Reporting Computer based training module for details on running reports), there will be 2 different files on the View/Log Trace page to choose from. To access the pdf version of the report you will click on the **report file name ending in .pdf**. To retrieve the data file output of your report, click on the **report file name ending in .DAT**.

File List

Name	File Size (bytes)	Datetime Created
SQR_KAPP300_1655813.log	1,972	04/01/2019 10:24:23.737592AM CDT
kapp300.DAT 	346	04/01/2019 10:24:23.737592AM CDT
kapp300_1655813.PDF 	2,727	04/01/2019 10:24:23.737592AM CDT
kapp300_1655813.out	35	04/01/2019 10:24:23.737592AM CDT